

Airport Transportation Reservation Form



NOVEMBER 2008

Destination Planning Corporation • Phone 904-249-3729 • Fax 904-249-3728 • E-mail jtawney@destinationplanning.com

CHAUFFEURED SERVICE RESERVATION INFORMATION: (Please Print Legibly)

Passenger First Name _____ MI _____ Last Name _____

BILLING Street Address or P.O. Box Number _____

BILLING City _____ State/Province _____ Zip/Postal Code _____ Country _____

Organization/Firm _____ E-mail Address _____

Travel Contact Phone Number (____) _____ Fax Number (____) _____ Number in Party _____

Additional Passenger Names (more than 3, please use an additional form): _____

Arrival Date _____ Airline _____ Flight # _____

Flight Arrival Time _____ AM/PM Origin Airport _____ Arrival Airport _____

Departure Date _____ Airline _____ Flight # _____

Flight Departure Time _____ AM/PM Departure Airport _____

Notes/Special Requests (i.e. dropping off rental car, require seatbelts for infant car seat, etc.) _____

Shared Ride Express Shuttle

Rate: \$20.00 per passenger/each way

- Pricing is **Inclusive** of parking, service fees and any applicable taxes and is subject to change for 2009.
- Rates based on one-way transfer from Jacksonville International Airport to Hyatt Riverfront Downtown Jacksonville.

DEPOSIT/GUARANTEE:

Destination Planning Corporation requires full prepayment to confirm ALL transportation reservations.

Please make your payment with one of the following credit cards: (Please PRINT legibly)

Credit Card: AMEX Discover MasterCard VISA

Card Number _____ Expiration Date _____ Security Code _____

Cardholder's Name _____ Cardholder's Signature _____

I authorize Destination Planning Corporation to charge my credit card for the reservation listed above. I understand that if my reservation is not cancelled within 24 hours of the scheduled pickup time or if I do not show up for my transportation reservation, full charges will apply. For cancellations, please call DPC office at 904-249-3729. If you are calling outside of regular business hours M-F 8:30am – 5:30pm EST, please call Anne Urban at 904-699-8704. Please note a \$20.00 fee will apply to ALL cancellations.

ARRIVAL INSTRUCTIONS:

Proceed outside the front of the ground floor level of the airport to baggage claim B. At pole number 4, someone will assist you with boarding the shuttle.

DEPARTURE INSTRUCTIONS:

Please have all baggage with you at the Newnan Street Entrance at the Hotel Departure Time provided. A departure representative or your driver will meet you.

Reservation form should be completed in full and faxed or e-mailed to Destination Planning Corporation no later than 72 hours prior to reservation time. Reservations inside of 72 hours must be called in & a copy of the reservation faxed. CONFIRMATIONS WILL BE RETURNED WITHIN 7 DAYS OF ARRIVING FLIGHT.

Office Use Only:

Arrival Confirmation Number

Departure Confirmation Number

Hotel Departure Time

Return Confirmation